

RECEIVED

County of Maui  
Office of the County Clerk  
NOTICE OF REQUEST FOR SOLE SOURCE  
February 7, 2022

2022 FEB -7 PM 12: 21

OFFICE OF THE  
COUNTY CLERK

The Honorable Alice L. Lee, Chair and Chief Procurement Officer  
Maui County Council  
Wailuku, HI 96793

Dear Chair Lee:

**SUBJECT: NOTICE OF REQUEST FOR SOLE SOURCE**

Pursuant to Hawaii Revised Statutes §103D-306 and Hawaii Administrative Rules Chapter 3-122, Subchapter 9, the Office of the County Clerk requests sole source approval to purchase the following:

1. Describe the goods, services or construction:

The Office of the County Clerk is seeking sole source approval for continued usage of a fully integrated solution to enable the Maui County Council to receive live captioning of Council meetings.

2. Vendor/ Contractor/ Service Provider: Granicus, Inc.

3. Amount of Request: 22,750.50 + tax

4. Term of Service From: 1/1/2022 – 12/31/2022

5. Explain, in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

The Office of the County Clerk seeks continued usage of an integrated, enterprise enabled solution that is designed to maximize our use of Granicus' webcasting platform and existing infrastructure. To our knowledge, at least Hawaii and Kauai Counties currently utilize Granicus for captioning services. Continuing this service offered by Granicus will enable the Office of the County Clerk to provide captioning services of meetings without expending additional unnecessary resources. The investment of resources necessary to procure a different vendor via competitive means would not be advantageous. The Office of the County Clerk has invested significant time and resources in infrastructure and training to learn the Granicus platform, and eliminating operational

inefficiencies would allow the Office of the County Clerk to solely focus on the public benefit and accessibility that may be created through captioning.

6. Describe in detail the following:

- a. The unique features, characteristics, or capabilities of the goods, service or construction:

The following are believed to be unique to the solutions provided by Granicus:

Live captioning that can be directly integrated into our existing infrastructure and equipment without expenditure of additional time or resources.

Captioning transcripts in Microsoft Word that can be provided immediately through Media Manager following a meeting, which may assist in our production of meeting minutes (verbatim transcripts).

- b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department.

Compliance with any accessibility provisions of the Americans with Disabilities Act and issued by the Federal Communications Commission will enable the Office of the County Clerk to provide superior service and accessibility to the public.

Seamless integration of the services from the same vendor will allow the Office of the County Clerk to provide captioning to the public without the unnecessary operational challenges involved with integrating and launching a new solution.

7. Describe the efforts and results in determining that this is the only vendor/ contractor/ service provider who can provide the goods, services or construction:



For years, the Office of the County Clerk has evaluated captioning solutions, including open and closed captioning platforms, automated or live captioning solutions, and encoders and other equipment provided by various vendors.

This caption service is integrated into other existing infrastructure provided by the same vendor, allowing for both ease of use by the Office of the County Clerk and seamless use by the public.

8. Alternate source. Describe the other sources for the goods, services, or construction that were investigated but did not meet the department's needs:

The Office of the County Clerk has investigated various live caption providers, post meeting caption solutions, and automated captioning equipment.

Automated captioning has a lower accuracy and readability rate, as opposed to live captioning, and other services don't allow for seamless integration into existing equipment and infrastructure.

9. Identify the primary responsible staff persons conducting and managing this procurement:

Name: Kathy Kaohu  
Division: Office of the County Clerk  
Phone Number: 808-270-7748  
Email Address: [county.clerk@mauicounty.us](mailto:county.clerk@mauicounty.us)

Names: James Krueger  
Division: Office of the County Clerk  
Phone Number: 808-270-7748  
Email Address: [county.clerk@mauicounty.us](mailto:county.clerk@mauicounty.us)

The Office of the County Clerk shall ensure adherence to applicable administrative and statutory requirements, including Hawaii Administrative Rules Chapter 3-122, Subchapter 15, Cost or Pricing Data, if required.

All requirements, approvals, and internal controls for this expenditure are the responsibility of the Office of the County Clerk.

I certify that the information provided above is, to the best of my knowledge, true and correct.

*Kathy L. Kaohn*

*02/07/2022*

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Department Head Signature

Date

**For Chief Procurement Officer Use Only**

Date Notice Posted: 2/7/2022

Submit written objection to this notice for sole source approval within seven calendar days or as otherwise allowed from date notice posted to:

Chief Procurement Officer  
Office of the County Clerk  
200 South High Street, Room 708  
Wailuku, Hawaii 96793

Chief Procurement Officer (CPO) Comments:

- ☐ Approved
- ☐ Disapproved
- ☐ No Action Required

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Chief Procurement Officer Signature

Date





408 Saint Peter Street, Suite 600  
Saint Paul, MN 55102  
United States

**THIS IS NOT AN INVOICE**

Order Form  
Prepared for  
Maui County Clerk's Office HI

## Granicus Budgetary Proposal for Maui County Clerk's Office HI

Please note: This is not an invoice. This is a budgetary proposal that outlines the products and fees associated with the subscription renewal. Please inform the Granicus Contact listed below if you wish to issue a PO against this budgetary proposal.

### ORDER DETAILS

Prepared By:	Olive Nofzinger
Phone:	
Email:	olivia.nofzinger@granicus.com
Order #:	Q-160449
Prepared On:	10/18/2021
Expires On:	12/31/2021

### ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription	
End Date:	12/31/2021
Period of Performance:	01/01/2022 - 12/31/2022

## PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Renewing Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Recurring Captioning Services	Annual	150 Hours	\$22,750.50
SUBTOTAL:			\$22,750.50

## TERMS & CONDITIONS

- The terms and conditions set forth in the Agreement effective 01-01-2020 are incorporated herein by reference.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Maui County Clerk's Office HI to provide applicable exemption certificate(s).
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Client will be invoiced for use of any product or service measured or capped by volume or amount of usage that exceeds the permitted amount set forth in this Quote at the same cost or rate set forth herein.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.